

MONTHLY CRUDE OIL REPORT FORM EIA-813

This report is mandatory under Public Law 93-275. You are not required to respond to any Federally sponsored collection of information unless it displays a valid OMB number. For the provisions concerning the confidentiality of information and sanctions, see Sections VI and VII of the instructions.

PART A. RESPONDENT IDENTIFICATION

Reporting Company Name

Street/RFD/PO Address

Enter the name and address of the reporting company. Check the box provided if you are reporting a change. ☐

City

State

Zip Code

Report Period: Year Month

EIA ID Number

If a resubmission, insert X in the block ☐

PART B: STOCKS OF CRUDE OIL AND CRUDE CONSUMED AS FUEL (Thousand Barrels)

Item Description	Product Code	PADD I	PADD II	PADD III	PADD IV	PADD V	TOTAL 999
Pipeline/Tank Farm Stocks	056						
Lease Stocks	057						
Alaskan Crude Oil In Transit by Water	092						
Crude Oil Consumed as Fuel	058						

PART C: MOVEMENT OF CRUDE OIL BY PIPELINE BETWEEN PAD DISTRICTS DURING THE MONTH (Thousand Barrels)

Shipping PADD	→	1	1	2	2	2	3	3
Receiving PADD	→	2	3	1	3	4	1	2
Crude Oil	050							
Shipping PADD	→	3	3	4	4	4	5	5
Receiving PADD	→	4	5	2	3	5	3	4
Crude Oil	050							

PART D: COMMENTS (Identify any unusual aspects of your report month's operations)

PART E: CONTACT INFORMATION (person most knowledgeable about the reported data)

Contact Name:	(Check box if new contact person) <input type="checkbox"/>	Title:
Phone Number: () -	Fax Number: () -	E-Mail Address:
Signature:		Date:

MONTHLY CRUDE OIL REPORT FORM EIA-813 INSTRUCTIONS

**For help in completing this form, please contact the
Form EIA-813 Project Manager at (202) 586-1795.**

I. PURPOSE

The Energy Information Administration (EIA) Form EIA-813, "Monthly Crude Oil Report," is used to collect data end-of-month stocks of crude oil, crude oil consumed as fuel, and movements of crude oil by pipeline pursuant to Section 13(b) of the Federal Energy Administration (FEA) Act of 1974, Public Law 93-275.

The data appear in the Energy Information Administration (EIA) publications, *Petroleum Supply Monthly*, *Monthly Energy Review*, *Petroleum Supply Annual*, and the *Annual Energy Review*.

II. WHO MUST SUBMIT

The Form EIA-813 must be completed by companies which carry or store 1,000 barrels or more of crude oil. Included are gathering and trunk pipeline companies (including interstate, intrastate, and intracompany pipelines), crude oil producers, terminal operators, storers of crude oil (except refineries), and companies transporting Alaskan crude oil by water in the 50 States and the District of Columbia.

III. WHEN TO SUBMIT

The Form EIA-813 must be filed with the EIA by the 20th calendar day following the end of the report period (i.e., the "Monthly Crude Oil Report" covering the January 2000 report period must be received by February 20, 2000).

IV. WHERE TO SUBMIT

Survey forms can be submitted by either mail, facsimile, or electronic transmission.

Mail completed forms to:

**Energy Information Administration, EI-45
Mail Station: 2G- 024 Forrestal
U.S. Department of Energy
Washington, DC 20585
Attn: EIA-813**

Fax completed forms to: **(202) 586-6323 or 1076**

Additional copies of the EIA-813 form and instructions are also available on the EIA Website at www.eia.doe.gov. Click on Petroleum; then Survey Forms on the sidebar at the left of the screen.

Electronic Transmission:

If you have a personal computer and wish to prepare and transmit data electronically, please contact the PC Electronic Data Reporting Option (PEDRO) Support Staff at **(202) 586-9659**.

V. FORM COMPLETION PROCEDURES

PART A. RESPONDENT IDENTIFICATION/ REPORT PERIOD

Respondent Identification

Enter the name and address of the reporting company. Check the box provided if you are reporting a change.

EIA Identification (ID) Number

Enter the 10-digit EIA ID Number. If you do not have a number, submit your report leaving this field blank. EIA will advise you of the number.

Report Period

The monthly report period begins at 12:01 a.m. on the first day of the month and ends midnight of the last day of the month.

Indicate year and month (e.g., January 2000 is: Year 00 Month 01).

Resubmission

Resubmissions are required whenever an error greater than 5 percent of the true value is discovered by a respondent or if requested by the EIA.

Enter "X" in the resubmission block if you are correcting information previously reported.

Identify only those data cells and lines which are affected by the changes. You are not required to file a complete form when you resubmit, but be sure to complete the EIA ID number, the report period for which you are resubmitting, and contact information.

PART B. STOCKS OF CRUDE OIL AND CRUDE OIL CONSUMED AS FUEL

Definitions of petroleum products and other terms are also provided for your use. Please refer to these definitions before completing the survey form.

Report all quantities to the nearest whole number in **thousand barrels** (42 U.S. gallons/barrel). Quantities ending in 499 or less are rounded down, and quantities ending in 500 or more are rounded up (e.g., 106,499 barrels are reported as 106 and 106,500 barrels are reported as 107).

Report data only for those lines which are applicable to your operation. If there are no data for a specific line, leave the entire line blank. Shaded cells on the form are those in which data are not currently required to be reported.

Report all stocks in the **custody** of the facility regardless of ownership. Reported stock quantities should represent actual measured inventories where an actual physical measurement is possible.

Report stocks as of midnight of the last day of the report month, corrected to 60 degrees Fahrenheit (°F) less basic sediment and water (BS&W).

Report all domestic and foreign stocks held in the custody of your company and in transit thereto, except those in transit by pipelines which you do not operate. Include foreign stocks only after entry through Customs. Exclude stocks of foreign origin held in bond.

For purposes of this report, “after entry through Customs” is said to occur on”

- the “entry date;” or
- the “date of withdrawal;” or
- the “date of withdrawal conditionally free of duty” specified on U.S. Customs Form CF 7501, “Entry Summary;” or
- the “import date” specified on the U.S. Customs Form 214, “Application for Foreign Trade Zone Admission and/or Status Designation;” or

- the “date of exportation” specific on the U.S. Department of Commerce Form 7525-V, “Shipper’s Export Declaration,” for shipments from Puerto Rico to the 50 States and the District of Columbia.

Pipeline/Tank Farm Stocks (Code 056) - Report all domestic and foreign crude oil stocks held in pipelines and tank farms (associated with pipelines) and terminals operated by the reporting company in each PAD District.

Lease Stocks (Code 057) - Report all crude oil stocks held on leases.

Alaskan Crude Oil in Transit by Water (Code 092) - Report all Alaskan crude oil stocks in transit by water between Alaska and the other States, the District of Columbia, Puerto Rico, and the Virgin Islands. Include stocks held at transshipment terminals in Alaskan Crude Oil in Transit (Code 092) rather than in PAD District V stocks. These stocks must be reported by the transporting company having custody of these stocks. Do not include these quantities in codes 056 and 057.

Crude Oil Consumed as Fuel (code 058) - Report all crude oil consumed by pipelines and on leases as pump fuel boiler fuel, etc. Do not report crude oil consumed for non-fuel purposes (e.g., reinjection or frac oil).

PART C: MOVEMENTS OF CRUDE OIL BY PIPELINE BETWEEN PAD DISTRICTS DURING THE MONTH

Report all movements of petroleum products between PAD Districts made by your company during the month.

Do not include intermediate movements for pipeline systems operating in more than two PAD Districts. For example, a shipment originating in PAD District 3, passing through PAD District 2, and terminating in PAD District 1, is reported as a movement from PAD District 3 to PAD District 1.

PART D. COMMENTS

Identify any unusual aspects of your report month’s operations.

PART E. CONTACT INFORMATION

Enter the name, title, telephone number, fax number, and E-mail address of the person to contact concerning information shown on the report. The person listed should be the person most knowledgeable of the specific data reported. Check the box provided if the contact information is different from the prior month.

Table 1. State Classification

PAD DISTRICT I			PAD DISTRICT II		PAD DISTRICT III	PAD DISTRICT IV	PAD DISTRICT V
Connecticut	Maryland	Pennsylvania	Illinois	Nebraska	Alabama	Colorado	Alaska
Delaware	Massachusetts	Rhode Island	Indiana	North Dakota	Arkansas	Idaho	Arizona
Dist. Columbia	New Hampshire	South Carolina	Iowa	Ohio	Louisiana	Montana	California
Florida	New Jersey	Vermont	Kansas	Oklahoma	Mississippi	Utah	Hawaii
Georgia	New York	Virginia	Kentucky	South Dakota	New Mexico	Wyoming	Nevada
Maine	North Carolina	West Virginia	Michigan	Tennessee	Texas		Oregon
			Minnesota	Wisconsin			Washington
			Missouri				

VI. PROVISIONS REGARDING CONFIDENTIALITY OF INFORMATION

The Office of Legal Counsel of the Department of Justice concluded on March 20, 1991, that the Federal Energy Administration Act requires the Energy Information Administration to provide company-specific data to the Department of Justice, or to any other Federal agency when requested for official use, which may include enforcement of Federal law. The information contained on this form may also be made available, upon request, to another component of the Department of Energy (DOE), to any Committee of Congress, the General Accounting Office, or other Congressional agencies authorized by law to receive such information. A court of competent jurisdiction may obtain this information in response to an order.

The information contained on this form will be kept confidential and not disclosed to the public to the extent that it satisfies the criteria for exemption under the Freedom of Information Act (FOIA), 5 U.S.C. §552, the DOE regulations, 10 C.F.R. §1004.11, implementing the FOIA, and the Trade Secrets Act, 18 U.S.C. §1905.

Upon receipt of a request for this information under the FOIA, the DOE shall make a final determination whether the information is exempt from disclosure in accordance with the procedures and criteria provided in the regulations. To assist us in this determination, respondents should demonstrate to the DOE that, for example, their information contains trade secrets or commercial or financial information whose release would be likely to cause substantial harm to their company's competitive position. A letter accompanying the submission that explains (on an element-by-element basis) the reasons why the information would be likely to cause the respondent substantial competitive harm if released to the public would aid in this determination. A new justification does not need to be provided each time information is submitted on the form, if the company has previously submitted a justification for that information and the justification has not changed.

The data collected on Form EIA-813, "Monthly Crude Oil Report," is used to report aggregate statistics on and conduct analyses of end-of-month stocks and movements of crude oil by pipeline. The data appear in EIA publications such as *Petroleum Supply Monthly* (PSM), *Monthly Energy Review*, *Petroleum Supply Annual* (PSA), and the *Annual Energy Review*. Company specific data are also provided to other DOE offices for the purpose of examining specific natural gas plant operations in the context of emergency response planning and actual emergencies.

The EIA publishes tables in the *PSM* and the *PSA* based on data submitted on the Form EIA-813. Crude oil stock data are not subject to statistical nondisclosure procedures. Thus, there may be some table cells which are based on data from only one or two respondents, or which are dominated by data from one or two large respondents. In these cases, it may be possible for a knowledgeable user of the data to make inferences about the data reported by a specific respondent.

VII. SANCTIONS

The timely submission of Form EIA-813 by those required to report is mandatory under Section 13(b) of the Federal Energy Administration Act of 1974 (FEAA) (Public Law 93-275), as amended. Failure to respond may result in a civil penalty of not more than \$2,500 for each violation, or a fine of not more than \$5,000 for each willful violation. The government may bring a civil action to prohibit reporting violations which may result in a temporary restraining order or a preliminary or permanent injunction without bond. In such civil action, the court may also issue mandatory injunctions commanding any person to comply with these reporting requirements.

VIII. FILING FORMS WITH FEDERAL GOVERNMENT AND ESTIMATED REPORTING BURDEN

Respondents are not required to file or reply to any Federal collection of information unless it has a valid OMB control number. Public reporting burden for this collection of information is estimated to average 1 hours and 30 minutes per manual response and 45 minutes per response by electronic transmission, including the time of reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information including suggestions for reducing this burden to: Energy Information Administration, Statistics and Methods Group, EI-70, 1000 Independence Avenues, S.W., Washington, D.C. 20585; and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, D.C. 20503.